NASDCTEc Board of Directors' Meeting
STATE ACCOUNTS POLICY
Approved on April 19, 1998

All reimbursement requests must be made on state letterhead, including a state expense form, be signed by the state director, and must include the following statement:

> "I represent and warrant that the requested payment is for legal and proper business expenses incurred in connection with my employment and compliant with the rules and regulations of my employer."

All requests received by NASDCTEc must follow these guidelines or the request will not be processed.

The fiscal officer of the state agency depositing funds with NASDCTEc for the purpose of a state account must sign the attached contract.